



WASHINGTON  
STATE  
GOVERNMENT

ADMINISTRATIVE  
ORGANIZATION  
AND FUNCTIONS



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stock sales; licenses numerous dairy and livestock businesses; and controls poultry diseases.

*The Division of Horticulture and Hop Inspection* maintains nursery inspection, plant quarantines, and a federal state certification service; enforces pest control laws, grades and standards for fruit and vegetables, and economic poison laws; supervises hop inspection projects; and cooperates with the Federal Bureau of Entomology and Plant Quarantine, and the Federal Bureau of Plant Industry.

*The Division of Foods, Drugs, Cosmetics, and Devices* enforces the food, drug, and cosmetic laws and regulations now in effect in the state.

*The Division of Weights and Measures* tests and approves all weighing and measuring devices used in the state of Washington for the sale of merchandise and commodities, and protects and safeguards the interest of the purchasers of merchandise and commodities against short weights, measures, and various forms of deception.

*The Division of Feeds, Fertilizers, and Livestock Remedies* protects the users of feeds, fertilizers, and livestock remedies against the sale of adulterated and dangerous products, various forms of deception, and false and misleading advertising.

*The Division of Seeds* inspects and certifies seed crops; operates a seed laboratory for the purpose of testing the purity and germination of seed samples; inspects seed stocks offered for sale by commercial firms within the state; and enforces the state and federal seed laws.

*The Hay, Grain, and Warehouse Division* maintains grain inspection services at seven terminals; and inspects and licenses grain warehouses.

*The Division of Commission Merchants*, through properly enforced licensing provisions, insures the proper payment of produce sold on a commission and cash basis.

*The Division of Weed Control* cooperates with the State College of Washington in weed research in order to coordinate the weed control programs of the various weed control districts and to assist in the formation of new weed control districts to control noxious weeds which constitute a real menace to the farming industry of the state. The educational program being carried on by this Division is designed not only to acquaint farmers and stockmen, but also to inform, with respect to improved methods of weed control, those industries which are concerned with agriculture, inasmuch as almost all lands are infested with one or more varieties of noxious weeds which cause great loss to the farmers each year.

The Director of Agriculture is an *ex officio* member of the:

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| 1. Administrative Board              | 4. Pollution Control Commission |
| 2. Dairy Products Commission         | 5. Soil Conservation Committee  |
| 3. Washington State Fruit Commission |                                 |

#### DIRECTOR OF BUDGET

The office of Director of Budget is a staff agency within the office of the Governor. The Director is appointed by the Governor with the consent of the Senate and holds office at the pleasure of the Governor.

**Functions.** The Director of Budget conducts a system of expenditure control for certain state agencies and a post-audit of the books, accounts, and records of the State Auditor when requested by the Governor; provides for the keeping of such appropriation accounts and accounting systems as are necessary to prevent the making of expenditures or the incurring of obligations in excess of approved allotments or



supplemental allotments; approves all expenditures chargeable against any such allotment or supplemental allotment; prepares the budget for submission to the Legislature; conducts a program of financial research, planning, and reporting; acts as the personal representative of the Governor on fiscal matters; and is required to attend the meetings of the Administrative Board.

#### DEPARTMENT OF CONSERVATION AND DEVELOPMENT

The Department of Conservation and Development is administered by a director who is appointed by the Governor with the consent of the Senate, and holds office at the pleasure of the Governor.

*Functions.* The Department of Conservation and Development administers laws relating to the conservation and development of all natural resources within the state, such as forests; water for purposes of irrigation, power, and industrial uses; and mineral deposits.

(See Soil Conservation Committee, Columbia Basin Commission, Washington State Fruit Commission, State Game Commission, Pollution Control Commission, Apple Advertising Commission, Dairy Products Commission, State Forestry Board, and Washington State Parks and Recreation Commission, *infra*.)

*Organization.* There are six divisions and one institute within the Department of Conservation and Development: Forestry, Reclamation, Hydraulics and Water Resources, Mines and Geology, Flood Control, and Progress and Industry Development. In addition, the State Institute of Forest Products operates within this department.

*The Division of Forestry* enforces and administers fire protection on thirteen million acres of state and private lands; executes the policies of the State Forest Board with respect to reforestation of all state forest lands with the exception of sales, which are handled by the Commissioner of Public Lands; administers and enforces all forestry laws; and acquires State Forest Board lands.

*The Division of Reclamation* administers the Reclamation Act and revolving fund, and grants aid to irrigation, diking, and drainage districts through loans from the revolving fund.

*The Division of Hydraulics and Water Resources* administers the Surface and Ground Water Codes; supervises and regulates the use of water; determines existing water rights; issues permits for the appropriation of water; collects hydrographic data; examines plans for proposed dams with respect to safety; inspects hydraulic works for protection of life and property; cooperates with the U. S. Geological Survey in making utilization surveys of streams and lakes; inventories surface and ground water resources; and makes snow surveys in cooperation with the U. S. Department of Agriculture.

*The Division of Mines and Geology* conducts geological investigations of formation, structure, and mineralization throughout the state; publishes reports of its findings; supervises topographic mapping of the state; assists prospectors and miners in mineral discovery and development, and assists industry in the use of minerals; makes determinative examinations of ores and minerals; collects and maintains mineral exhibits and a mineral and mining library; cooperates with other departments of the state government and with the United States Geological Survey and Bureau of Mines; and recommends and suggests legislation designed to render this division more useful in the development of state resources.

*The Division of Flood Control* administers flood control districts; establishes flood control zones and approves plans for any structures to be constructed in such zones; investigates and reports on proposed districts; holds hearings and directs pro-

chasers of merchandise and commodities against short weights, measures, and various forms of deception; and carries on apiary inspections to reduce economic loss of this industry.

The Director of Agriculture is an ex officio member of the: (1) Administrative Board,<sup>8</sup> (2) Dairy Products Commission,<sup>9</sup> (3) Fruit Commission,<sup>10</sup> (4) Apple Advertising Commission,<sup>11</sup> (5) Commodity Commissions,<sup>12</sup> (6) Pollution Control Commission.<sup>13</sup>

#### *Central Budget Agency<sup>14</sup>*

The Central Budget Agency is a staff agency within the Office of the Governor. It is administered by the budget director, who is appointed by the governor with the consent of the Senate, and holds office at the pleasure of the governor.

#### *Functions*

The Central Budget Agency is the governor's staff arm in financial and management affairs with general responsibility for:

1. Orderly budget planning and budget administration
2. Preparation of the budget for presentation to the Legislature
3. Development and supervision of an accounting system for all state agencies, which includes timely financial reports
4. Maintenance of comprehensive central books of account, reflecting the state's financial affairs
5. Surveys and analyses of agencies to increase effectiveness in the use of manpower and materials

In addition, the Central Budget Agency serves the governor in representing his interest in day-to-day efficient conduct of state operation, advising him of problems and issues in agency management and proposing solutions for them and informing the Legislature and the public regarding significant developments in the state's fiscal affairs.

Finally, the Central Budget Agency includes the Central Personnel Office which performs the staff work for the Committee on Standards, a subcommittee of the Administrative Board. It is the duty of this staff to administer the personnel rules of the committee governing such matters as authorization of new positions, uniform classification and pay rates, and conditions of employment in the state service. The Central Budget Agency consists of two principal components, the Budget Division and the Accounting Division.

#### *Organization*

*The Budget Division.* The Budget Division is under the direction

of a chief budget examiner and is staffed with budget examiners in the following functional areas:

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|---|--------------------------------------|
| 1. Revenue Distribution to Political Subdivisions | 9. Nonhighways Transportation        |
| 2. Debt Service                                   | 10. Health and Hospitals             |
| 3. General Government                             | 11. Natural Resources and Recreation |
| 4. Public Safety and Regulation                   | 12. Agriculture                      |
| 5. Correction                                     | 13. Employment Security              |
| 6. Public Welfare                                 | 14. Capital Program                  |
| 7. Education                                      |                                      |
| 8. Highways                                       |                                      |

The primary duty of the division is the formulation and execution of the governor's budget. Concurrently with the discharge of this responsibility, the division undertakes special analyses for purposes of establishing economical agency management practices, assists in improving interagency coordination, and develops state-wide administrative standards.

*Accounting Division.* This division is under the direction of a chief accountant and is staffed with professional accountants in the following areas:

1. Financial Analysis and Summary Reporting
2. Accounting Standards and Supervision
3. Automatic Data Processing Standards
4. Forms Design and Control
5. Machine Unit (service bureau to agencies that do not have punch card equipment)

The duties of the Accounting Division include insuring that agencies comply with standards as established in the *Budget and Accounting Manual*, supervising agency accounting and reporting systems, training agency personnel in maintaining financial and work reporting systems, compiling data to establish the central books of account, developing summary reports and analyses, and functioning as a service bureau for manual agencies for the development of certain records by the machine unit.

The budget director is an ex officio member of the state Printing and Duplicating Committee.<sup>15</sup>

#### *Department of Civil Defense<sup>16</sup>*

The Department of Civil Defense (also called the Civil Defense Agency) is administered by a director who is appointed by the governor with the advice and the consent of the Senate, and holds his office at the pleasure of the governor. The director may not